

[Bulletin detail](#)[Bulletin history](#)[Attachments](#)[Forms](#)**Bulletin template: Transfer Opportunity****Job posting preview eLink history****Bulletin details STAFF ASSISTANT III****Bulletin status Open****Item Number** 0915 STAFF ASSISTANT III**Position Title** STAFF ASSISTANT III

Requirements Only permanent employees of the County of Los Angeles who have completed their initial probationary period, holding the payroll title of **Staff Assistant III**, reachable on an eligible list or who are eligible for administrative reassignment in accordance with Civil Service Rule 15, are invited to submit a letter of interest, a resume highlighting education and experience, two (2) writing samples, last two performance evaluations, and time variances for the last two (2) years.

All material submitted will be evaluated and only the most qualified candidates based on the information submitted will be scheduled for an interview. The interview will be used to determine the final selection.

Department Agricultural Comm/Weights and Measures**Analyst** Simuta, Cynthia ((626) 575-5464)**Manager** Luna-Sepulveda, Luz ((626) 575-5464)**Number of Vacancies** 1**Positions Remaining** 1**Allow Reapplies****Additional Title****Job Field** Administration**Job Type** Administrative Support**Region** San Gabriel Valley (Pasadena/Monterey Park/El Monte/Pomona)**Type of Recruitment** Transfer Opportunity**Filing Type** Open Continuous**Filing End Date****Filing End Time**

Duties The Department of Agricultural Commissioner/Weights and Measures is seeking to fill a vacancy for Staff Assistant III in its fast-paced Weed Hazard and Integrated Pest Management Bureau. Some of the duties associated with the position include: preparing Board Letters, preparing the Budget for entire Bureau,

coordinating public hearings, interacting directly with contract cites, attending various meetings, acquiring many contractors using an Invitation For Bids(IFB) or Request For Statement of Qualifications(RFSQ) and managing contracts once awarded. The person occupying this position may be responsible for the supervision of up to three employees and will also be expected to organize and manage data critical for compliance with legal requirements and cost recovery; in addition to other tasks.

Desirable Qualifications The successful candidate should possess strong organizational abilities. Other desirable qualities include the ability to manage multiple deadlines, good analytical and interpersonal skills, and the capability to work independently.

Certificate(s) Required

Shift Day

General Information **SPECIAL INFORMATION:** Prospective candidate is required to satisfy a background check prior to final appointment, including Live Scan fingerprinting, and review of personnel records.

Vacancy Information This vacancy is located at:

Department of Agricultural Commissioner/
Weights & Measures
12300 Lower Azusa Road
Arcadia, CA 91006

This position is on a 4/40 work schedule, Fridays off.

Contact Name Cynthia Simuta

Contact Phone 626-575-5464

Contact Email hr@acwm.lacounty.gov

PAR Information

PAR Number

Position Id

Document Id

Expiration Date

Unit

Contact Name 2

Contact Number 2

Other Information

Bulletin Notes

Bulletin team

Name	Dept.	Job title	Phone	Fax
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Added by Simuta, Cynthia ((626) 575-5464)

Added on 25-Mar-2014